



MEMORANDUM

To: Plan Commission

From: Community Development Department/KE

Date: March 16, 2017

Re: **Special Use Permit and Site Plan Review – 829 Appleton Road (#6-00132-00, #6-00133-00)**

Overview

Address: 829 Appleton Road

Property Owner: Bethel Evangelical Lutheran Church

Zoning Classification: R-1 – Single Family Residence District

Adjacent Zoning Classifications: R-1 Single Family Residence to the east (Single Family Homes), Street Right-of-Way to the west, R-1 Single Family Residence to the north (Single Family Homes), and R-1 Single Family Residence to the south (Single Family Homes).

Special Use Request: Church

Jeff Smies, Smies Architects, has submitted an application on Bethel Evangelical Lutheran's behalf for a Special Use Permit and Site Plan Review at 829 Appleton Road. The request is for the purpose of constructing a 4,290ft² addition to the existing church facility, reconstructing the parking lot, and obtaining a Special Use Permit for use of the site as a church. Upon reviewing Special Use Permit applications, the Plan Commission shall consider the following per the City of Menasha Code of Ordinances:

Analysis

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land.***

The church use at 829 Appleton Road is presently considered legal non-conforming. The church was built in 1952 and the use has not changed since then. The use is compatible with adjacent residential land uses and existing uses will not be depreciated in value by this addition. No foreseeable deterrents to the development of vacant land exist due to this proposal.

- 2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;***

The expanded facility and reconstructed parking lot will improve the overall appearance of the site. The addition of a partial new building façade, improved lighting, and landscaping will make the property more attractive. Specifically, landscaping will be installed on the western

perimeter of the sight, enhancing the look of the property from the street. A transitional landscape area will also be installed to shield the new parking lot from the neighbor adjacent to the southwest corner of the parking lot.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;

Bethel Lutheran Church is designated as government/institutional in the City of Menasha Year 2030 Comprehensive Plan Future Land Use Map. The use of the site as a church is consistent with that designation and compatible with neighboring residential land uses. The church has been in existence for over 60 years and is reasonably related to the overall needs of the city.

4. The use will not cause traffic hazards or congestion;

The application proposes the installation of 70 parking stalls which is 20 more than the required number of 50 for a facility with 200 seats (one stall for every four seats required). Currently the number of parking stalls on site is 70 so there will be no changes to the amount of parking. It is unlikely that the expanded church use at 829 Appleton Road will result in traffic hazards or congestion.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The site is in a developed neighborhood with sufficient road access. The property is serviced by existing utilities and the expanded church use is not expected to detrimentally affect drainage.

Site Plan Compliance

The site plan submission proposes the addition of a 4,290ft² welcome center and gathering area in the church. It also calls for the installation of seventy parking stalls including a drop off drive aisle. Lighting and landscaping will be provided in the parking lot and on the western perimeter of the site.

The City of Menasha Zoning Code requires additions to buildings constructed prior to January 1, 2000 be 75% brick or natural stone. The Plan Commission may consider alternative façade materials with the consideration that they achieve “compatibility with the building materials and architecture of the existing structure”. The existing church facility consists primarily of white painted block with grey-brown fascia. The applicant proposes to use a mix of stone, brick, and CMU on the addition. The materials will be natural earth cream and grey colors to match the existing building with natural grey shingle.

The landscaping plan as presented meets municipal standards for the required amount and variety of perimeter and interior parking landscaping. The Municipal Code requires transitional areas be installed for special uses adjacent to the R-1 Single Family Residence District.

Transitional areas must be designed to achieve a minimum of seventy-five percent (75%) screening within five years of planting from an area extending from the ground to sixteen feet in height. At 829 Appleton Road, the affected property line on the south portion of the driveway is 66.5' in length. That correlates to a 798ft² requirement for transitional area screening. Under the proposed landscape plan, there is 720ft² of proposed screening with three deciduous trees and nine shrubs, thereby requiring an additional amount of landscaping in the transitional area.

The lighting plan proposes the installation of seven light fixtures. The light fixtures are all full cut-off and five of the fixtures are to be mounted on poles that are 22' in height, meeting code standards. The other two will be security lights located adjacent to the pedestrian walkways. The Zoning Code requires that light spillage on adjacent properties in the R-1 Single Family Residence District be less than 0.20 foot-candles. The plan as presented exceeds that threshold in the southwest corner of the property, showing counts of .24, .26, and .29 foot-candles.

Staff Recommendation

Staff recommends a positive recommendation of the Special Use Permit.

Staff recommends approval of the site plan with the following conditions:

- Allow alternate architectural materials, as proposed.
- Final landscape plan include additions to the transitional area plantings to meet minimum code requirements, as approved by the Department of Community Development.
- Final lighting plan be adjusted to comply with minimum/maximum light levels at property lines, as approved by the Department of Community Development.



City of Menasha Application

SUBMIT TO:
City of Menasha
Dept. of Com. Development
140 Main Street
Menasha, WI 54952-3190
PHONE: (920) 967-3650

**Special Use Permit
Planned Unit Development**

APPLICANT INFORMATION

Petitioner: JEFF SMIES, ARCHITECT - SMIES ARCHITECTS Date: 2-21-17
Petitioner's Address: 635 MAYFLOWER AVE City: SHERBOYBAN State: WI Zip: 53083
Telephone #: (920) 458-0771 Fax: () _____ Other Contact # or Email: JetteSmiesArchitects.com
Status of Petitioner (Please Circle): Owner ☐ Representative ☒ Tenant ☐ Prospective Buyer ☐
Petitioner's Signature (required): Jeff Smies Date: 2-21-17

OWNER INFORMATION

Owner(s): BETHEL EV. LUTHERAN CHURCH Date: 2-21-17
Owner(s) Address: 829 APPLETON RD. City: MENASHA State: WI Zip: 54952
Telephone #: (920) 725-1822 Fax: () _____ Other Contact # or Email: PastorBethelMenasha.org
Ownership Status (Please Circle): Individual ☐ Trust ☐ Partnership ☐ Corporation ☐

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: [Signature] Date: 2-20-17

SITE INFORMATION

Address/Location of Proposed Project: 829 APPLETON WI. Parcel Number(s): _____
Purpose Project Type: CHURCH ADDITION ONTO EXISTING CHURCH
Current Use of Property CHURCH
Describe proposed development and/or proposed land use: CHURCH ADDITION TO ADD GATHERING SPACE, OFFICES & MEETING AREAS
Proposed time schedule for development and/or use of the property: _____
Zoning & Land Use North: RESIDENTIAL
Adjacent to the Site: South: RESIDENTIAL
East: RESIDENTIAL
West: STREET / RESIDENTIAL

Staff _____ Date Rec'd _____



March 14, 2017

RE: Special Use Permit Application for 829 Appleton Road, City of Menasha

Dear Property Owner:

Smies Architects has applied for a Special Use Permit on behalf of Bethel Lutheran Church at 829 Appleton Road (Parcel # 6-00132-00 and 6-00133-00). The applicant has requested the Special Use Permit for constructing an addition to the church as well as reconstruction of the parking lot. The subject site is zoned R-1 Single Family Residence District and requires a Special Use Permit per Sec. 13-1-25(d)(4) of the City of Menasha Municipal Code.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, March 21, 2017 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, April 3, 2017 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the notice of the Common Council hearing on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use. If you have any questions, please contact our office.

Sincerely,

Kristi Heim
Community Development Coordinator

Enclosures

C: Plan Commission ✓
City Clerk Galeazzi

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Smies Architects on behalf of Bethel Lutheran Church for the construction of an addition to the church and reconstruction of the parking lot. The subject property is zoned R-1 Single Family Residence District, and requires a Special Use permit per Sec. 13-1-25(d)(4) of the City of Menasha Municipal Code. The proposed construction is to take place at 829 Appleton Road (Parcel #6-00132-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, March 21, 2017 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, April 3, 2017 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.


Deborah A. Galeazzi, WCMC
City Clerk

Run: March 16 and 27, 2017

Special Use Permit Location Proposed Building Addition and Parking Lot Reconstruction 829 Appleton Road



Legend

 Parcels Proposed for Special Use Permit
Parcel ID# 6-00132-00 and 6-00133-00



1 inch = 125 feet